

## **BCC - 1000 AUGUST 2012 WEBINARS: QUESTIONS AND ANSWERS (as of August 29, 2012)**

Q: Who pays for fingerprinting Grandfathered employees?

A: There is no cost. SBI (State Bureau of Identification) agreed not to charge for fingerprinting because no criminal background check will be performed. People who were employed prior to 1999 weren't printed. Fingerprinting results in an SBI#. An SBI# is necessary for the Rap-Back. See **IMP 002 – Master List**.

Even though it's six months until the system goes live, SBI has to schedule and staff in order to accommodate a large number of Grandfathered employees. The law requires all Grandfathered employees to be fingerprinted within 120 days of BCC implementation. No cost is expected for employer or employee.

Q: Do the Grandfathered employees have to do anything more than be fingerprinted?

A: No.

Q: Will the data available from Professional Regulation be limited to CNAs or will it include RNs, LPNs and other professionals who work in LTC?

A: No, it is not limited to CNAs. It includes all licensed professionals.

Q: What if a person was employed in another building prior to 1999?

A: Regardless of the building, if the person was in your employ, the person was Grandfathered. Everyone who worked prior to 1999 needs to be fingerprinted.

Q: Is fingerprinting required for every employee including wait-staff?

A: Yes.

Q: So people in group homes have to be printed and drug tested and the \$15 is additional because we don't pay for those now?

A: As you will learn when we get to training, the system begins with a Quick Check component. It is free. It will tell you if the applicant makes it through the free registries. That's your preliminary screen. If you proceed past the Quick Check, you will incur a user fee which will not start until Summer 2013. The fee is presently estimated to be \$15 per usage.

Q: What is the DHIN?

A: It is the Delaware Health Information Network. We're the only state in the nation with an electronic statewide health information network. Its role in the BCC is to carry drug test results to the system.

We had an initiative less than a year ago to connect all the skilled facilities to the DHIN to electronically retrieve discharge information from acute care. A DHIN representative went to each nursing home to provide training on how to connect to the DHIN in order to retrieve discharge information.

Q: The lab we use will know if it's in the DHIN, right?

A: Yes.

Q: Will the process for state facilities still be done through the HR Department?

A: Yes. The DHSS internal process will be the same. HR does all the background checks and provides information to the hiring managers, but HR will start using the BCC so it will be seamless to state facilities.

Q: Will there be ongoing training as there is HR turnover?

A: Yes, an electronic training system is under development. The electronic training system will be a complete version of the BCC. It will be available after the Go Live Dates.

Comment: For all users, from the HR perspective, this is very straightforward, pragmatic, easy and easy to adopt.

Q: What is the format for emailing drugs results?

A: See **IMP 001 – Drug Tests**.

Q: After all the fingerprinting is done, will HR be notified in 2013 of any subsequent convictions?

A: Yes if the conviction may be pertinent to the work performed.

Q: If a Grandfathered employee has a drug conviction in 2007, will we be aware of it?

A: No. The only reason to look at a Grandfathered employee's criminal history is if the employee changes jobs, gets a promotion, or there's a reasonable basis to believe that the employee has been arrested. So we don't look at the criminal background of any Grandfathered employees.

Q: As an employer, I cannot have access to see records from the DHIN. Do I need to go outside the system to send someone for drug test and obtain the drug test results?

A: No, the system does all of that. If you get through Quick Check, and like the applicant, you can send them out for a drug test. You'll learn through training whether or not your lab is part of the DHIN. So when the applicant goes for drug testing, the BCC will print out a form. The lab will recognize the form and know how to process the applicant. The lab will do a urine test and, because the paper will have the necessary ID, the results for that applicant will show up in your mailbox.

Q: Is there a special form for those Grandfathered?

A: Yes. SBI knows to only fingerprint and not do a background check. I want to stress this because people have been promised they will not have criminal histories done and SBI knows not to charge a fee.